

**UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT
CLERK'S OFFICE**

Clerk of Court

Job Announcement: #18-07

Position Type: Full-time Permanent

Location: Court of Appeals Clerk's Office
John J. Moakley U.S. Courthouse, Boston, MA

Salary: JSP 16 - 18 (\$157,170 - \$208,000) per annum
Depending on qualifications and experience

Closing Date: May 11, 2018

Organization: The United States Court of Appeals for the First Circuit is the court of review for decisions by the district courts, bankruptcy courts, and federal agencies within the First Circuit, which includes Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. The Clerk of Court is a statutory position and is appointed by the Court. The Clerk supports the judges of the Court of Appeals, overseeing and leading the Court's administrative and operational functions on a daily basis and resolving complex and sensitive issues as they arise. The Court of Appeals consists of six (6) authorized Circuit Judges, four (4) Senior Circuit Judges, and approximately 28 Clerk's Office staff.

**Duties and
Responsibilities:**

The Clerk of Court reports directly to the Chief Circuit Judge of the Court of Appeals and communicates on a regular basis with: the Circuit Judges, Clerk's Office staff, and other court unit executives; the Administrative Office of the United States Courts; the Federal Judicial Center; various bar associations; and members of the media. The responsibilities of the position include, but are not limited to:

- Overseeing the day-to-day business of the Court, including case management and electronic records maintenance, management of court calendars and sittings, statistical reporting, procurement management, special studies, and opinion publication and circulation.
- Managing the Clerk's Office staff, including hiring, supervision, training, separation, and promotion of employees.
- Participating in planning the annual court budget and forecasting personnel needs.
- Establishing and maintaining effective working relationships with the other courts of the Circuit and with the practicing bar and governmental agencies having business before the Court.
- Working with members of the bar and public to improve delivery of court services.
- As delegated by the Court, under local rules, disposing of motions filed in cases before the Court.
- Interpreting the Federal Rules of Appellate Procedure and local rules and procedures of the Court, and implementing and explaining same to counsel and the public.
- As requested, consulting with and providing recommendations to the Court on matters affecting the Court's business.

- Coordinating with other unit executives of the Court.
- Serving on judicial advisory committees and performing other duties requiring frequent travel and public speaking engagements.

Qualifications:

- Candidates must have a minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural, and interpersonal aspects of managing an organization.
- At least three (3) of the 10 years of experience must have been in a position of substantial managerial responsibility.
- Demonstrated skill in leading, motivating, and overseeing a diverse workforce and experience with the provision of court services, preferably at the federal level.
- Demonstrated positive, proactive, and creative approach to managing a workforce, planning, and problem solving.
- Strong oral and written communication skills.
- A bachelor's degree from a college or university of recognized standing is required.
- A postgraduate degree is also required.
- A law degree (J.D., LL.M., S.J.D., or J.S.D.) from an accredited law school is desirable and may be considered as qualifying for two (2) years of the required general experience. The active practice of law in either the public or private sector in positions having administrative or management responsibilities may be substituted for required management experience on a year-for-year basis.
- Experience in the federal judiciary, including familiarity with budgetary, fiscal, personnel, and information technology issues, is strongly desired.

Benefits:

Federal benefits include paid vacation and sick leave, health benefits, life insurance, a flexible benefits program, long-term care, retirement benefits, and a tax-deferred savings plan.

Background Check: As a condition of employment, the selected candidate will be required to successfully undergo a background investigation covering a period of at least seven (7) years and receive a subsequent favorable suitability determination. The background check includes but is not limited to an FBI fingerprint check and credit check. In addition, the selected candidate will be subject to re-investigation every five (5) years and will be required to file an annual financial disclosure report.

How to Apply:

Submit the following documents: (1) cover letter, (2) resume, and (3) completed AO-78, Application for Federal Judicial Branch Employment (version dated 10/09). Mailed applications should be marked "**Confidential**" to:

Joanne M. Cull, Human Resources Administrator
Office of the Circuit Executive
U.S. Court of Appeals for the First Circuit
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 3700
Boston, MA 02210

Applications will also be accepted in **pdf format only** online via email to ojobs@ca1.uscourts.gov.

The application form (AO-78) is available at <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf>

Note: Applications that do not include all requested information will be deemed incomplete and will not be considered.

Additional Conditions of Employment:

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All court employees are "*at will*" employees and serve at the pleasure of the Court. The Court will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

EQUAL OPPORTUNITY EMPLOYER